

**ARIZONA DEPARTMENT OF TRANSPORTATION  
SPECIAL EVENT PERMIT APPLICATION**

HOLBROOK PERMIT OFFICE

2407 E. Navajo Blvd.

Holbrook, Az. 86025

Application is made by the undersigned to enter upon the highway right-of-way for the following special event:

\_\_\_\_\_

\_\_\_\_\_

on Highway (s) \_\_\_\_\_ in or near \_\_\_\_\_ on the following  
date(s): \_\_\_\_\_.

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
(Organization) (Address) (City) (State) (Zip)  
A Certificate of Insurance in the amount of \$1 million, **naming the State and the Arizona Department of Transportation as additional insureds** as their interests may appear, is a requirement of this permit and is attached hereto and made part of the application. Such insurance shall be kept in force by the permittee for the term of their permit.

An exception to the \$1 million Certificate of Insurance requirement may be made for special events which are not intended to raise funds above the cost of the event.

The permittee shall indemnify, defend, and save harmless the State from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including attorneys' fees and /or litigation expenses, which may be brought or made against or incurred by the State on account of loss or damage to any property or for injuries or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of permittee, its employees, agents, or representatives, or subcontractors, their employees, agents or representatives in connection with or incident to the performance of this agreement, or arising out of Workers' Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of permittee and/or its subcontractors or claims under similar such laws and obligations. Permittees' obligation under this Section shall not extend to any liability caused by the sole negligence of the State or its employees.

THIS PERMIT IS SUBJECT TO REVIEW BY THE ARIZONA DEPARTMENT OF ADMINISTRATION, RISK MANAGEMENT DIVISION.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY:**

This application is approved with the following directions, requirements, specifications, restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



Janet Napolitano  
Governor

Victor M. Mendez  
Director

**Arizona Department of Transportation**  
**Intermodal Transportation Division**  
206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Sam Elters  
State Engineer

November 10, 2004

***SPECIAL EVENT***  
***INSTRUCTIONS TO APPLICANT***

**PARADE REQUEST SHALL INCLUDE:**

- 1) Location
- 2) Purpose
- 3) Date and time of event
- 4) Length of time that the event will run
- 5) Traffic Control Plan: All road blocks and intersections shall be manned by traffic control provided by the town or city Police Department, Sheriff's Department or Department of Public Safety (DPS). Traffic control is to be done as per the Manual on Uniform Traffic Control Devices (MUTCD) and ADOT Traffic Control Manual for Highway Construction and Maintenance. **Letter from appropriate law enforcement agency stating that they will enforce traffic control must be included with each application.**
- 6) Be sure to enclose a diagram of Parade Route and Detour Routes. Make sure each is clearly defined.
- 7) A Certificate of Insurance is required naming the State of Arizona and the Arizona Department of Transportation as additional insured with the exception of non-profit organizations.
- 8) The appropriate law enforcement agency shall be notified of the event.

**BANNERS OR SIGN REQUESTS SHALL INCLUDE:**

- (1) Location by highway and milepost. (Please mark the permit site with a stake with you or your organizations name printed on it. This is to assist us with the field inspections).
- (2) Height of sign or banner and wording.
- (3) Size of sign or banner and wording.
- (4) Inclusive dates sign or banner will be in place.

**Mail Special Event application to: Arizona Department of Transportation, 2407 E. Navajo Blvd., Holbrook, Arizona 86025. Attention: Permits Department. Earl Craig Phone: (928) 524-5455 or Diana Armijo Phone: (928) 524-5456 or Fax: (928) 524-5454**

